

Bay Mills Community College

Vehicle Requisition and Use Agreement Form

Driver's Name: _____

Department: _____

Vehicle Requested (if available) : _____

Destination: _____

Purpose of Travel: _____

Departure Date: _____ Time: _____ am _____ pm

Return Date: _____ Time: _____ am _____ pm

By signing this document, driver agrees that they have read, understood, and will adhere to the Vehicle Use Agreement – Policies and Procedures attached to this document. Failure to adhere to these policies may result in revocation of the privilege to operate a College vehicle. Travel expenses and vehicle usage costs have been approved by my Program Director or other applicable supervisor.

Signature of Driver (Required) **Date**

FOR OFFICE USE ONLY

Date Received: _____

Request Approved: _____

Vehicle: _____ Mileage In: _____ Mileage Out: _____

Authorized Driver of BMCC Vehicles? _____ (Must verify that the insurance company has approved of the driver – refer to vehicle driver list.)

Is BMIC using this vehicle? _____ (Give a copy of this form after the trip to BMCC Accounting. They will invoice BMIC at a rate of 50 cents per mile, except for use of the College's bus which has no charge.)